Req #1726 - Intern - Strategy & Business Management Analyst
Duration of Internship: 8 months
# of roles: 1

The opportunity
April – December 2019
Would you like to make a difference? Working in a fast-paced team environment, you will have the opportunity to make meaningful contributions to Ontario Teachers’ operations. See how Ontario Teachers’ strategy is developed, provide insightful information to senior leaders and support our Innovation program. Be part of a group where your input is valued - where your solutions are brought to life.

Who you’ll work with
Supporting the Enterprise Operations Division (EOD), you will work with a team of 5 senior professionals. You will be part of a team that is responsible for strategic planning, budgeting and forecasting, internal communications, and decision support. You will also interact with various stakeholders throughout the organization.

What you’ll do
As Strategy & Business Management Analyst, Co-op, your responsibilities will include:

• Supporting annual scorecard development and reporting;
• Assisting with preparation of accurate and timely reports for senior leaders;
• Analysing data to identify exceptions/anomalies;
• Assisting in development of annual budgets and analysis of budget variances;
• Supporting EOD Innovation program

What you’ll need

• Working towards a Bachelor’s Degree in Business Management, Commerce, or Economics
• Strong analytical acumen and problem solving abilities
• Great attention to detail
• Excellent communication and interpersonal skills required
• Ability to manage competing and changing priorities within a dynamic environment
• Advanced knowledge of Microsoft Excel and PowerPoint required
• Experience with SharePoint, IBM Connections, and ServiceNow is an asset
• Must be enrolled in 3rd/4th year
• You must be enrolled in a co-op program or returning back to your studies after the work term is completed